

KJC Consulting - Proposal for Services

KJC Consulting Service Proposal for Elgin 2010 Committee

The proposal is broken into three components; grant writing, project oversight, and committee administration. Each activity is described by examples of the work to be performed.

A. Grant Writing:

Work Description -

1. Research projects and gather information including project costs, permit requirements, construction schedules, identify project applicants, and donations of material and labor.
2. Research grant resources and structure applications based on requirements of grant programs, funds available, and project requirements.
3. Report to Elgin 2010 Committee and other entities on grant writing activities and progress.
4. Coordinate activities and discussions partners in the projects and funding sources.
5. Determine local sources of funding and document commitments from private and public sources.
6. Prepare and send press releases to announce activities and results to local newspapers and radio stations.

This set of activities would create a significant amount of work, up to 40-50 hours per month, during the time grants are being prepared. Any additional time would be based on the success of the grant writing efforts.

B. Project Oversight:

Work Description -

1. Track work and progress on projects from beginning of planning through completion of construction. Also establish long term maintenance commitments from project applicants or sponsors.
2. Collect and maintain project records to document compliance with granting agents and project applicants.
3. Coordinate activities between volunteers, contractors, and public employees on project construction.
4. Provide financial and other reports to Elgin 2010 Committee, granting agents and public entities involved in each project.

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Most grants allow some of the funds to be used for oversight. As a result, any projects with a significant amount of grant funding would provide the financing for this work after the grant is awarded. The initial activities on each project would have to be paid from other funds. As proposed, I would estimate the work would range from 30 to 120 hours per project depending on the size of the project, the number of details required to track, and the grant oversight requirements.

C. Committee Administration:

Work Description:

1. Provide notices of meetings to Elgin 2010 Committee meetings and publish notices to allow public awareness of meetings.
2. Maintain records of meetings including minutes, financial records, project records, and volunteer assignments.
3. Provide follow up on all committee activities among members and partners in committee actions.
4. Prepare reports as directed by Elgin 2010 Committee and publish for use by the members.
5. Prepare press releases on significant committee activities and accomplishments.

Services would be provided at an hourly rate of \$40 per hour plus postage and duplicating expenses. Charges would be payable monthly. I would provide a contract which would eliminate many potential problems for both myself and the committee.

I would recommend a discussion about the services which the committee feels it must have to achieve its goals. This list of work items is submitted as a suggested work schedule. You may want to add to it or delete from it depending on the intent of the committee.

As a committee member, there are several things I would not charge out as work on this proposal including time spent in meetings, work directly related to my position on the City Council, and activities of the committee of which I am a member. These activities would need to be spelled out in some detail to eliminate any potential problems or misunderstandings.